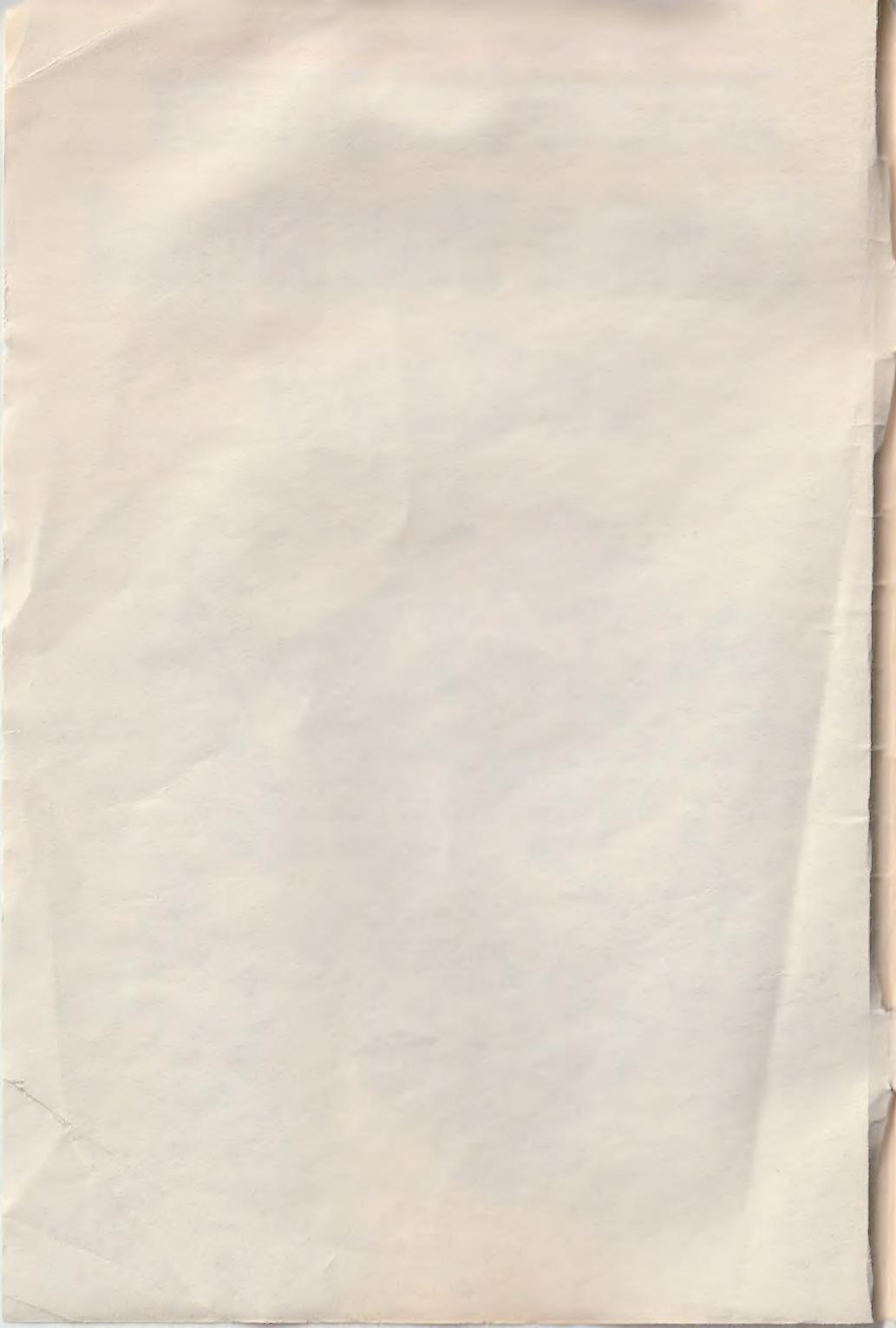# 241 Computer Terms You Need To Know

Publisher's Note
This book is intended for general information only. Although the information was updated and verified before printing, you may find that a telephone number, street address, or Web site address has changed. It is not possible for publishers to keep up with this rapidly changing information.

Trust in the Lord with all your heart and lean not on your own understanding; in all ways acknowledge him, and he will make your paths straight.

— Proverbs 3:5-6

❖ Table of Contents ❖

❖ A ❖

A drive   The floppy disk drive on a PC.

Active window   The one window that is currently selected. A new window automatically becomes the active window. Make a window active by clicking inside it with your mouse.

Address bar   A text area in a window telling you the window's location either in your computer or on the Internet — like a street address tells you the location of a building.

Application   Software designed for a particular purpose. Also called a program. Microsoft Word is an example of an application.

Arrow keys   The four keys on your keyboard with directional arrows — up, down, left, and right.

Attachment   A file or picture linked to an e-mail message. Also called an enclosure.

Autosave   A feature of some programs that automatically saves files every few minutes. You can set how often your program autosaves.

❖ B ❖

Back up (verb)   To copy important files from your hard drive to another storage medium, such as a CD or floppy disk.

Backup (noun)   A copy of a file or folder that is stored on a portable medium such as a disk. Usually kept separate from your computer and used when the original file is lost or corrupted.

Balloon help   On-screen information available for some operating systems or programs. When you place your pointer over an object, a helpful message will appear in a cartoon-like balloon.

Bandwidth   A measurement of how much information can be transmitted at a time — usually via telephone lines, radio signals, etc. The higher the bandwidth, the faster you can receive information. Bandwidth can be measured in bits

per second, bytes per second, or cycles per second — also called hertz (Hz).

Bit   The smallest unit of computer information, consisting of a 0 or 1. Short for binary digit.

Blue Screen of Death (BSOD)   When a computer locks up and the screen turns blue. This usually requires a reboot.

Bookmark   To mark a Web page so you can return to it quickly. Bookmarking creates a link to that site in a browser menu.

Boot   To start or switch on your computer. Also boot up.

Broadband   A type of high-speed Internet connection using coaxial cable or fiber optic cable. Short for broad bandwidth.

Browser   A software program that allows you to view Web pages and navigate the Internet. The most popular browsers are Internet Explorer and Netscape Navigator.

Bug   A problem or error in a software program that causes it to run imperfectly or to crash.

Bulletin board   An electronic message center existing on the Internet, where you can post and read notices or online conversations. Also called a forum or discussion group.

Button   A small rectangular graphic on your computer screen you can click on with your mouse to tell the computer to do something.

Byte   A measure of computer memory, equal to one character, such as a letter or number. Also equal to eight bits. Short for binary term.

❖ C ❖

C drive   The main storage area on your computer, containing your operating system and programs. Also called hard drive or hard disk drive.

Cable modem   A modem that operates over cable TV lines.

Cascading menu   In Windows, one of a series of menus that open on top of and slightly to the right of each other as you make selections within each one.

Case sensitive   The ability of a program to recognize the difference between lowercase (small) and uppercase (capital) letters.

CD-ROM (Compact Disc-Read Only Memory)   A hard, round plastic disk that holds a large amount of computer data — the equivalent of about 700 floppy disks. You can access the information on this CD, but you can't erase or put new information on it.

CD-ROM drive   A special disk drive on your computer that can read CDs.

CD-RW (Compact Disc-Rewritable)   A compact disc you can put information on, erase, and reuse.

Cell   A single box in a spreadsheet, found at the intersection of any row and column. You can store numbers, formulas, or text in a cell.

Chat room   An area on the Internet where people type messages to each other in real time.

Check box   An element within a dialog box. Click in the small, square check box to either select or clear it. This turns an option on or off. You can select more than one check box at a time.

Click (on)   To move your pointer to an object on your computer screen and press and release the left mouse button once.

Clip art   Drawings or other images designed to be used in computer programs, like word processing and desktop publishing.

Clipboard   A special memory area used to store data temporarily. Information that you cut or copy from one location automatically goes onto the behind-the-scenes clipboard until you paste it to another location.

Close button   The small box with an "X" in the upper right corner of a window. Click on the Close button to exit a document, dialog box, or other window.

Command   A direction or instruction to your computer.

Command button   One of the rectangular buttons in a dialog box that you click on to carry out an action. Examples are: OK, CANCEL, and APPLY.

Compression   Formatting a file so it needs less space for storage but doesn't lose any information.

Cookie   A tiny piece of text that Web servers place on your hard drive to track information about your computer and your surfing preferences.

CPU (Central Processing Unit)   The part of your computer that processes all instructions and information.

Crash   A serious computer hardware or software malfunction. Usually when a program crashes it simply closes down without warning.

Cursor   A symbol that indicates the place on your screen where your next mouse click or keystroke will occur.

Cut and paste   Usually within a software program, to move a section of text or an object from one place to another.

Cyberspace   A term for the imaginary place containing the Internet and World Wide Web. Also called virtual space.

❖ D ❖

Database   A collection of information organized and stored on your computer. A database helps you search for and retrieve data quickly and easily.

Default   An automatic setting on computer hardware or software. You can manually change defaults, if you choose.

Defragment   To reorganize the information on your hard drive so that all the pieces of each file are stored together. This makes your system run more quickly and efficiently. Most operating systems come with a Disk Defragmenter program. This process is also known as defragging.

Demoware   Software usually made by major companies that you can examine and try for a period of time before you must pay for it. When the payment deadline arrives, the software may stop functioning. Some demoware lacks the software's full range of abilities, but you can get the full-featured package once you pay for it.

Desktop   A metaphor for the background on your computer screen that appears to "hold" your icons and windows.

Desktop publishing   Using specialized software on a personal computer to produce high-quality, printable documents — like books, newsletters, or brochures — that may contain both text and graphics.

Dial-up   A specific kind of Internet service where your computer uses a modem to dial a telephone number to gain access to the Internet.

Dialog box   A window or box that appears on your computer screen asking for information. It usually disappears after you have typed input.

Discussion group   An electronic message center existing on the Internet, where you can

post and read notices or online conversations. Also called a forum or bulletin board.

Docking station   A piece of equipment that gives you the option of turning your portable computer into a desktop system.

Document   A file created by a word processor that usually contains text, charts, pictures, or other graphics.

DOS (Disk Operating System)   Originally the Microsoft operating system for IBM-compatible personal computers. Now a more generic term for any operating system.

Dot-com   A slang term for the Internet or to describe Web-based companies. Refers to the last four characters (.com) in most commercial Web addresses.

Double-click   To press the left button on your mouse (or other pointing device) twice — quickly enough for your computer to recognize it as a single action. A double-click is necessary to perform certain commands.

Download   To move data from the Internet or another computer to your computer. When you request a document from the Internet and then copy it to your computer's hard drive, you have downloaded a file.

Drag and drop   To select an object on your computer screen (usually by clicking on it with your mouse), move it to another location on your screen (by holding down your mouse button and moving your mouse), and place the object in its new location (by releasing the mouse button).

Drive   The part of your computer that reads programs and data off a disk. Many drives can also put data onto a disk. Examples are: floppy disk drive, CD-ROM drive, and C drive.

Drop-down menu   A type of menu that reveals more options after you click on its title. The options appear below the title like a window shade. Also called a pull-down menu.

DSL (Digital Subscriber Line)   High-speed technology that allows you to talk on your phone and access the Internet through your phone line at the same time.

DVD (Digital Video/Versatile Disc)   A disc similar to a CD, but capable of storing up to 25 times more information. DVDs are usually used to view movies.

❖ **E** ❖

E-mail (Electronic Mail)   Typed messages sent from one computer to another. Both sender and receiver must have an e-mail address and a connection to the Internet.

Emoticons   Short for "emotion icons," these keystroke combinations create images in your e-mail or chat room messages that indicate mood or appearance.

Encryption   Coding information so that it cannot be read without special software.

Ergonomics   Designing and placing equipment or furniture so that people stay healthy and comfortable while using it.

Error message   A notice from your computer that something has gone wrong with a program or your system.

Ethernet   A way of accessing Local Area Network (LAN). Your computer must have an Ethernet port or Ethernet card to connect to the Internet using a Digital Subscriber Line (DSL) or a cable modem.

Expansion card   A circuit board you can buy separately and plug into an expansion slot on your computer. It can provide more memory, improve graphics and sound, or add other capabilities. Also called expansion boards, add-ins, and add-ons.

Expansion slot   An outlet or opening in your computer to plug in expansion cards.

Export   To send data to another program in a format it can read and use.

Extension   The letters or numbers following a period (dot) in a file name. These tell you what kind of information is in that file or what type of program created it.

❖ F ❖

Field   An area on your screen (in a program or on a Web page) for entering and/or storing specific information. Some fields require data and some are optional.

File   One or more computer documents storing information or programs.

Firewall   Technology that protects computers from unauthorized access.

Flame   To post a message or send an e-mail that is offensive, insulting, or overly argumentative. A flame war takes place when two people flame each other repeatedly.

Floppy disk   A magnetic disk that stores computer information. Most floppies are 3 1/2 inches and fit into a floppy disk drive (A drive) on your computer. They are cheap and portable, but don't hold much data.

Folder   A storage area for computer files.

Font   Typeface of a particular style and size.

Forum   An electronic message center existing on the Internet, where you can post and read notices or online conversations. Also called a bulletin board or discussion group.

Fragmentation   The condition of your hard disk after saving, changing, and deleting many files and thereby creating scattered chunks of free memory, rather than long continuous blocks. This means a new file can't be stored all in one space and must be split — or fragmented. Fragmentation slows down your computer as it looks for the pieces of each file.

Frames   Separate sections or boxes within a Web page. Each frame acts like an independent browser window.

Freeware   Free software you can use but can't sell.

Freeze   When suddenly nothing will move on your computer or respond to input from your mouse or keyboard. To get out of a freeze, you usually must reboot.

Function keys   The set of keys on a computer keyboard (labeled F1, F2, etc.) that give

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special instructions to whatever program is currently running.

❖ G ❖

GIF (Graphics Interchange Format)   A common type of image file, often used on Web pages.

Gigabyte (GB)   A measurement of computer memory, equal to 1 billion bytes.

Glitch   A computer hardware problem that is usually temporary.

Graphic   A picture or image displayed on a computer.

❖ H ❖

Hacker   Slang term for a person who "breaks into" computer networks without permission.

Hard copy   A paper printout of any electronic document.

Hard drive   The storage area of your computer that contains the operating system and programs. Also called hard disk drive or C drive.

Hardware   The physical parts of your computer, such as the monitor, keyboard, and printer.

Help system   On-screen assistance or instructions for operating systems and other programs. Usually accessed by a Help button.

Highlight   To double-click on or click and drag over a word, section of text, or group of cells with your mouse. This tells the computer you are about to do something with the selection, like move, reformat it, etc. Highlighted text is often blocked in gray or another color.

Home page   The main or introductory page of a Web site.

Hover   To leave the pointer sitting on an object on your computer screen for a moment. Sometimes, hovering over an object displays a brief description of the object in a small box next to the pointer.

Html (HyperText Markup Language) A code that tells a browser how to display text and images on the World Wide Web.

Http (HyperText Transfer Protocol) The standard method of exchanging data between servers and browsers via the World Wide Web.

Https (HyperText Transfer Protocol Secure) A Web server that automatically encrypts data and can handle secure transactions. You usually need a password, user name, or ID to access the secured area on a Web site administered by this type of server.

Hyperlink The text or graphic providing an instantaneous connection between Web pages. Access a hyperlink by clicking on it with your mouse. Also called a link.

❖ **I** ❖

Icon A small picture that represents a program, folder, drive, or file on your computer.

IM (Instant Messaging)   A computer communications service that allows you to send and receive typed messages in real time. All parties must have the same IM service and be online at the same time.

Image map   A single picture on a Web page that is split into sections so that each section is a clickable link. For example, a U.S. map might have 50 links, one for each state.

Import   To use data produced by another program.

Inkjet printer   A type of printer that shoots tiny, electronically controlled drops of ink onto paper to form text and images.

Internet   A worldwide network of computers that can communicate with each other.

Internet session   The period of time during which you are actively connected to the Internet.

Intranet   A private Web site, usually within a company or organization, used only by employees, members, or other authorized personnel.

ISDN (Integrated Services Digital Network)   A type of high-speed Internet connection that requires a special telephone line.

ISP (Internet Service Provider)   A company that provides a connection to the Internet. Popular ISPs include Earthlink and MSN.

❖ **J** ❖

JPEG (Joint Photographic Experts Group) The most common type of electronic image, used especially for photographs.

❖ **K** ❖

Keyboard   The piece of hardware, containing keys similar to those on an electric typewriter, that allows you to enter data into a computer.

Kilobyte (K or KB)   A measure of computer memory approximately equal to 1,000 bytes.

❖ L ❖

Laptop   A small, portable personal computer. Also called a notebook or notebook computer.

Laser printer   A type of high-quality printer that uses a laser, toner, and heat to print text and images on paper.

Log off   To disconnect from a network, like the Internet.

Log on   To connect to a network, like the Internet, usually with a user name and a password. Also to log in.

❖ M ❖

Mail bombing   When someone, usually as part of a flame war, overloads someone else's mail box with so much junk mail it causes the e-mail program to crash.

Mail merge   A feature of some word processing programs that allows you to place personal-

ized information into pre-determined parts of a form letter.

Mailbox Where your computer stores your e-mail messages, either on your hard drive or on the network.

Maximize To enlarge a window until it fills the entire screen, usually by clicking on the Maximize button in the upper-right corner of that window.

Megabyte (MB) A measure of computer memory equal to 1 million bytes.

Megahertz (MHz) A measure of the speed of a computer processor, equal to 1 million cycles of electromagnetic currency per second.

Memory The chips inside a computer which store information. There are two main types of memory: ROM and RAM. Also refers to the storage space on a disk, like a floppy disk or CD. Memory is most often measured in megabytes (MB).

Menu A list of available commands on your computer screen. You can choose one of the

options by highlighting it and clicking with
your mouse.

Menu bar   A toolbar on your computer screen
that displays a list of menu items or options. Usu-
ally, each item has its own drop-down menu giv-
ing more choices.

Microprocessor   A computer processor, or
CPU, contained on a single microchip.

Minimize   To reduce the size of a window or
change it into an icon, usually by clicking on the
Minimize button.

Modem   A device that allows computers to
communicate over telephone lines. Short for
modulator-demodulator.

Monitor   The part of your computer that dis-
plays text, images, and other video output on a
viewing screen.

Motherboard   The main circuit board of a
computer, containing the central processing unit.

Mouse   A pointing device that controls the location and action of the cursor on your computer screen.

Multimedia   Combining text, sound, video, and animated graphics on a Web page or in a computer program.

❖ **N** ❖

Netiquette   A set of rules for polite behavior on the Internet or in e-mail.

Network   Two or more computers linked together and able to communicate and exchange information.

Newbie   Slang term for someone who is new to the world of computers or the Internet.

Newsgroup   An area on the Internet where people can post messages and exchange ideas, usually on a specific subject.

Numeric keypad   A set of keyboard keys containing the numbers 0 through 9 and often a decimal point and operation symbols like + and -.

❖ O ❖

Offline   Not connected to the Internet.

Online   Connected to or located on the Internet.

Operating system (OS)   A software program that coordinates all the parts of your computer, helping the software and hardware work together. Microsoft Windows is an operating system.

Option button   An element within a dialog box. Click on one of these round buttons to turn a particular option on or off. You can only select one option within a group.

OSP (Online Service Provider)   An Internet provider that may also package services and extra content for its users. Examples include AOL, Prodigy, and CompuServe.

❖ P ❖

Password   A secret series of characters that a user must type in to get access to a file, program, computer, or account, and which guards against unauthorized access and computer crime.

PC (Personal Computer)   Technically, any computer that's used by one person at a time and operates with an Intel or Intel-compatible microprocessor.

PDA (Personal Digital Assistant)   A hand-held computer used to organize personal information, like appointments, notes, addresses, etc. It can also act as a cell phone, fax machine, and Web browser. Many PDAs link to a personal computer.

Pentium processor   A type of computer processor made by Intel Corp.

Peripheral   Any external device that hooks up to your computer. Common peripherals include your printer, mouse, and keyboard.

Piracy   Copying software without permission from the writer or publisher with the intention of distributing or selling it.

Pixel   The smallest single point in a graphic image. Short for picture element.

Plug-in   A small software program you can add to your Internet browser to give it extra abilities. Plug-ins allow you to view movies or play audio samples, for instance.

Point   To place your cursor on an object on your computer screen either with your mouse, arrow keys, or other pointing device.

Pointer   An arrow or other symbol on the screen that mirrors the movements of your mouse or other pointing device. The pointer can take many shapes and perform different functions.

Pointing device   A computer peripheral that lets you move your cursor and select objects on your screen without using the arrow keys. Common pointing devices are a mouse, touchpad, trackball, or stylus.

Pop-up ad   An advertising box that opens automatically on the Internet.

Port   An external socket on your computer to hook up peripherals.

Post   To enter a message into a newsgroup, chat room, or instant message exchange. Also, the message itself.

Power surge   A sudden rush of voltage lasting up to several seconds. Power surges — also called spikes — can damage computers and other electronic equipment.

Preview   To see how your document will look when you print it.

Program   A set of coded instructions to your computer. Also called software or an application.

Prompt   A symbol on your computer screen that indicates the system is waiting for you to enter something.

Purge   To remove old and unnecessary data from your computer, often via an automatic command.

❖ Q ❖

Quick Launch toolbar   A section of the Taskbar that contains shortcut icons to often-used programs.

Quit   To close and exit a program.

❖ R ❖

RAM (Random Access Memory)   The "working" memory of the computer where programs and information are kept while the computer is using them.

Reboot   To shut down your computer then restart it.

Record   A group of fields containing data in a database.

Recover   To retrieve a deleted or damaged file.

Recycle bin   In Windows, an icon that looks like a trash can and represents the place where you temporarily store deleted files.

Refresh   To update a Web page so it shows the latest information. Or the button on a Web browser that allows you to update the current page. Also reload.

Reset button   A button that restarts the computer without first turning it completely off.

Resolution   Describes how sharp and clear an image is. The higher the resolution, the better the image. Resolution can refer to computer monitors or printers.

Restore   To return a window to its original size, usually by clicking on the Restore button.

Retrieve   To find and access data stored in your computer.

Right-click   To press and release the right button on your mouse or other pointing device.

ROM (Read-Only Memory) Permanent data storage (on a disk or chip) that cannot be changed. This built-in computer memory contains necessary system programs.

❖ **S** ❖

Save To store a copy of your data onto a permanent storage medium like your hard drive or a floppy disk. In most programs, the Save command automatically stores your file right back into its original location, with the same name.

Save as A command, usually under the File menu for your program, that lets you change the name, format, or location of a file before you save it.

Scanner A device that converts a printed image into an electronic image.

Screen saver A moving image you program to automatically appear on your computer screen when you have your computer turned on, but aren't using it. Screen savers were designed to prevent images from being burned into the now mostly obsolete monochrome monitors.

Scroll bar A vertical bar on the right or a horizontal bar on the bottom of your screen or window. A Scroll bar appears when the viewing area is too small to show all the window's contents. Click on one of the scroll arrows or drag the scroll box to see information outside the viewable area.

Search engine A tool to help you find information on the Internet. You activate this type of program by typing in keywords. The search engine then locates documents or Web sites that match your query.

Secure server A Web server that codes and decodes messages to protect them from third party tampering.

Select To make an object (such as an icon, window, or menu option) active. This tells the computer you are about to do something with the selected object, like move, rename, open it, etc. Sometimes pointing at an object on the screen selects it, but generally you must click on an object to select it.

Server Regarding the Internet: a computer that is host to a Web site.

Shareware   Software that is available for a free trial — usually by download from the Internet. If you decide to use the shareware program regularly, you are on the honor system to register and to pay for it.

Shortcut   A quick way to access a file, folder, or program. You can place an icon that represents a shortcut onto your desktop or in a folder.

Shortcut key   A key or combination of keys that performs common commands in a program.

Shortcut menu   A list of options that appears when you right-click on an object.

Shouting   In e-mails or in chat rooms, typing in all capital letters gives the impression you are SHOUTING at the reader.

Shut down   To quit all programs before turning off the computer.

Site map   An optional Web page that lists all the pages on a Web site. Some site maps look like an index or a table of contents. Check for a link to the site map on the Web site's main page.

Snail mail   Regular postal service mail.

Software   A program that gives the computer instructions. Also called an application.

Spam   Unsolicited e-mail sent to multiple addresses at one time. Also called junk e-mail.

Splash page   An introductory page on some Web sites that can feature graphics, animation, or important information.

Spreadsheet   A computer accounting program producing documents that resemble a financial worksheet — with rows and columns. You can input text, numbers, or formulas into each cell.

Spyware   Software that tracks your Internet surfing habits then sends this information back to its originator. Spyware is generally used for marketing purposes. Also called stealthware or adware.

Start button   In Windows, the small, square graphic you can click on to open the Start menu and gain instant access to many of the programs and files in your computer.

Start page   The Web page that appears each time you open your browser.

Status bar   The area at the bottom of a window that displays basic information about the objects in the window.

Suite   A collection of software programs — usually from the same company — that are sold as a package. They should use similar commands and work well together.

Surf   To jump from Web site to Web site in a relatively random way, using hyperlinks.

Surge protector   A device that protects electronic equipment from power surges or spikes.

System tray   A section of the Taskbar that houses the clock and several tiny icons that provide quick access to parts of your computer system such as the printer, modem, and volume control.

❖ **T** ❖

Taskbar   A long, gray strip along one side of the Desktop that contains the Start button, Quick Launch toolbar, and System tray. The Taskbar also shows what windows and programs are open at any given time.

TCP/IP (Transmission Control Protocol/ Internet Protocol)   The one common language that allows all computers on the Internet to communicate with each other.

Template   A pre-designed document for an application — like a word processing or spreadsheet program — that is already formatted. Use a template as a starting point to create your own documents.

Text box   A rectangular area on your screen you can type into.

Title bar   The strip along the top of a window that shows the program or document name.

Toolbar   A strip of icons that, when clicked on, activate commands in a software program.

Touchpad   A type of pointing device with a flat surface you touch or tap with your finger. A touchpad is an alternative to a mouse.

Tower   The piece of computer hardware that houses the CPU, disk drives, slots for peripherals, etc. Shaped like a small suitcase, a computer tower usually is designed to sit on the floor.

Trackball   A pointing device that controls your cursor with a movable ball you rotate with your fingers, thumb, or palm. This is an alternative to a mouse.

Trojan horse   Malicious software hidden in a game or other harmless software. These programs often undo security measures and leave computers open to viruses or potentially damaging attacks.

Tutorial   A type of interactive training program.

❖ U ❖

Undo   A command, icon, or button that allows you to reverse your last action.

Upgrade   To install new components onto your computer to improve performance. Also, to install a more current version of a software program you are already using.

Upload   To move information from your computer to the Internet or another computer.

URL (Uniform Resource Locator)   A unique Internet address that points you to a specific Web page. Example: http://www.fca.com

User friendly   Computer software or hardware that's easy for beginners to learn and use, thanks to features like helpful pictures and simple instructions.

User name   The name you type in to identify yourself to and access certain programs, networks, or Web sites. A user name must be unique to that system.

❖ V ❖

Videoconference   Where two or more people chat online using both video and audio.

Virus   A program or piece of code loaded onto your computer without your knowledge, usually via a shared disk, a downloaded file, or over cable or telephone lines. Generally, viruses are intended to cause harm to your computer.

❖ W ❖

Wallpaper   The background pattern or picture on your computer screen. Most operating systems come with several wallpapers to choose from, or you can download or create your own.

Web page   An electronic document on the World Wide Web containing text, graphics, audio, or video.

Web site   An area on the Internet that contains one or more electronic documents, called Web

pages. Each Web site is owned and managed by a company, organization, or individual.

Webmaster   The person in charge of managing a Web site.

Webzine   A magazine on the World Wide Web.

Window   An enclosed area on your computer screen — usually rectangular — that displays information.

Windows   The Microsoft operating system that relies heavily on windows to manage your computer.

Wizard   A computer help file that gives you step-by-step instructions to complete a process.

Word processing   A software program that lets you write, edit, store, and print text and some graphics.

World Wide Web (WWW)   A network of servers on the Internet linking documents, databases, audio and video files, and graphics.

Worm   A malicious computer program that makes copies of itself and causes computer problems. Worms are often built to spread to as many computers as possible through e-mail address books.

❖ Z ❖

Zip disk   A storage disk that holds from 100 to 250 MB of data. They are slightly larger and thicker than floppy disks. You can only access information on a zip disk with a zip drive.

Zip drive   A device for putting data on and retrieving data from a zip disk.

Zip file   A single file that contains the compressed data from several files. It usually has the file extension .zip. You need special software to decompress or "unzip" these files.

Zoom   To change the view of an image on your computer screen — more distant (zoom out) or close up (zoom in).